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# CITY OF NEWPORT

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## **ANNUAL SUPPLIES BID NOTICE AND SPECIFICATIONS 2014**

Dated: March 28, 2014

## **2014 NEWPORT CITY OFFICIALS**

MAYOR

Jerry Peluso

CITY COMMISSIONERS

Thomas Guidugli

Frank Peluso

Beth Fennell

John Hayden

CITY MANAGER

Thomas J. Fromme

CHIEF FINANCIAL OFFICER

C.R. Wirthlin

POLICE CHIEF

Tom Collins

FIRE/EMS CHIEF

Gary Auffart

COMMUNITY SERVICES DIRECTOR

Doug Roell

CITY SOLICITOR

Daniel Braun

CITY CLERK

Amy Able

# INVITATION TO BIDDERS

## LEGAL NOTICE

SEALED PROPOSALS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky, 41071, until two o'clock (2:00) p.m., on Monday April 21, 2014 and then publicly opened and read aloud in the Multi-Purpose Room, 1<sup>st</sup> Floor of the Newport Municipal Building at 998 Monmouth for the:

### **“Annual Supplies Bid 2014”**

Copies of the Specification Documents may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky 41071.

Pursuant to specifications on file in the Office of the City Clerk of the City of Newport two copies of proposals are to be submitted in a sealed envelope labeled as follows:

### **“Annual Supplies Bid 2014”**

Successful vendor must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs. The City of Newport is an Equal Employment Opportunity Employer. In addition, the successful vendor must obtain an Occupational License from the City Finance and Administration Department prior to commencing work.

The City of Newport will award the contract to the lowest responsible vendor. The City reserves the right to reject any or all proposal and to waive any informalities or irregularities in the proposals received.

Any and all questions dealing with this proposal should be reduced to writing and faxed to Amy Able, City Clerk at (859) 292-3669 or emailed to [aable@newportky.gov](mailto:aable@newportky.gov).

CITY OF NEWPORT, KENTUCKY  
Amy Able, City Clerk

**Published on April 3, 2014**

## **BID SPECIFICATIONS** **ANNUAL SUPPLIES**

The City of Newport, Kentucky, hereby requests bid proposals for the provision of annual supplies used by the City as indicated below. All supplies shall be delivered in accordance with the terms and conditions of this proposal.

1. All price quotations submitted by a vendor must include all associated costs. Such costs include, but are not limited to, the following:
  - a. Delivery to a location specified by the City.
  - b. Cost of the product.
  - c. Labor costs.
2. The City Reserves the right to reject any or all bids, and to waive any informalities therein, when it is in the best interest of the City.
3. This bid proposal shall be governed in all respects by the procurement regulations of the City of Newport and of the Commonwealth of Kentucky. No term or condition of any vendor shall be effective if contrary to these regulations.
4. All price proposals shall be valid for thirty (30) days from the date the sealed bids are opened.
5. It is the intent of the City to award supply contracts to vendors submitting the lowest and best unit price for each supply category for the period through June 30, 2015. No other vendor will be solicited unless:
  - a. The vendor cannot supply the requested supply item in accordance with the amount and/or time limit required by the City.
  - b. An emergency situation exists.
6. Estimated volumes of supplies are enclosed. These estimates are not firm, however, and the City may actually order more or less as necessary to meet its needs. Unit pricing shall be in accordance with the rate schedule provided below. For road salt, we estimate up to 2,000 tons being purchased, however we are guaranteeing at least 1,000 tons to be purchased.
7. All supplies provided under this agreement are subject at all times to the final acceptance of the City, any supplies deemed not acceptable shall be removed/returned at no cost to the City.

8. No order shall be delivered unless:
  - a. A written purchase order has been submitted for the acquisition of supplies.
  - b. A verbal request has been made by the Community Services Department, or their designee.
9. The vendor shall indemnify and hold harmless the City of Newport from any and all claims that arise based on the actions of the vendor in its performance under this agreement. The vendor shall maintain insurance to protect itself from such claims during the period of this agreement, and also name the City as an additional insured.
10. All supplies provided under this agreement shall conform to minimum standards established by the Kentucky Department of Highways. Vendor hereby certifies the conformance of his supplies with these standards.
11. There shall be no "minimum load" or similar qualifying provision submitted on any vendor proposal. Any proposal so submitted may be eliminated at the discretion of the City.
12. All prices submitted shall stay in effect to the City for a period to expire on June 30, 2015.
13. Prepared concrete will be ordered for various locations in the City of Newport. There shall be no minimum delivery, nor will there be any time limit on truck/delivery time.
14. All bids must include any delivery costs in quoted prices. (If a different price is being quoted for items picked up by the city this must be clearly noted on the bid sheet.)
15. Timely delivery of bulk product (rock salt).
16. When submitting bids, the Bidder should consider that a fuel adjustment may be employed on the price of diesel fuel increases or decreases by 20 cents above or below from the base rate of \$3.549, per gallon, as determined by the U.S. Dept. of Energy on highway diesel prices. No further consideration will be granted.
17. When submitting bids, the Bidder should **submit a price sheet with an original signature (not a photocopy), all prices must be printed clearly, no correction fluid or correction tape should be used, and no prices should be marked out and re-written.** PLEASE DO NOT SUBMIT A BID WITH "WHITE OUT" ON THE FORM OR YOUR BID MAY BE DISQUALIFIED.
18. Sealed bids are to be delivered/mailed to the City of Newport, 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky 41071, by Monday, April 21, 2014 at 2:00 p.m. Attention: Amy Able, City Clerk.

**CITY OF NEWPORT**  
**ANNUAL SUPPLIES BID SHEET**  
 BID DUE DATE MONDAY 4/21/2014 - 2:00 P.M.

In full accordance with the terms and conditions listed above, the undersigned hereby submits this price quotation for the following supply requirements. Please type or print clearly, do not use white out.

<u>Requirements</u>	<u>Estimated Volume</u>	<u>Per Unit Price Delivered</u>	<u>Per Unit Price Picked Up</u>
#610 Limestone	250 tons	_____	_____
Bankrun	50 tons	_____	_____
Kotool Mix (Cold Patch)	300 tons	_____	_____
Class I Hot	2,000 tons	_____	_____
Class J Hot "sandmix"	50 tons	_____	_____
Sand (for snow & ice)	500 tons	_____	_____
Rock Salt	2,000 tons *	_____	_____
<i>*Road Salt - Estimated up to 2,000 tons, but a guarantee of at least 1,000 tons must be provided.</i>			
Ice Bite (beet juice for snow removal)	4 to 8 -275 gal. totes	_____	_____
Dyed Hardwood mulch (red)	500 cu yds	_____	_____
Dyed Hardwood mulch (black platinum)	500 cu yds	_____	_____
Safety Surface for Playgrounds	250 cu yds	_____	_____
Shredded topsoil	1,000 cu yds	_____	_____
Topsoil	1,000 cu yds	_____	_____
*Concrete per yard delivered	2,000 yards (total estimated volume of both mixes)		
	4,000 mix per cu yd	_____	_____
	3,000 mix per cu yd	_____	_____
Calcium	Cost per cu yd	_____	_____
Hot water / Winter Mix	Cost per cu yd	_____	_____
Flowable Fill	Cost per cu yd	_____	_____
"Flash Fill" Mix	Cost per cu yd	_____	_____

Signature in ink of official signing on page 2 and  
 authorized to submit price sheet for this company: \_\_\_\_\_

\_\_\_\_\_  
NAME OF AUTHORIZED OFFICIAL\*

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE\*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY FEDERAL ID#

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP CODE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

*\*This individual must also sign Page 1 of bid form.*

**Mail or deliver bid to:**

City of Newport  
Attention: Amy Able, City Clerk  
998 Monmouth Street, 2<sup>nd</sup> Floor  
Newport, Kentucky 41071

**All bids must be clearly marked “Annual Supplies Bid 2014”**  
**and must be received by 2:00 p.m. on Mon., April 21, 2014.**